

POSITION TITLE: External Affairs Advisor (Ordinance Title: Strategic Advisor 3 Exempt)

Who May Apply Direct: All regular City employees who meet the requirements stated below.

Unit/Location: Office of the Superintendent

Primary Duties: Provides leadership for building and sustaining strategic relationships with customers, regulators, key constituencies and influencers of the utility. Informs, advocates, negotiates the interests of the utility with customers, municipalities, business and trade associations, public interest groups, and regional Indian tribes. Serves as a conduit for communications between the utility, its leadership and its customers, regulators and other key constituents and influencers. The External Affairs unit represents the policies and activities of the utility and is one of its most public faces. Although this position is responsible for a small budget, the role this position plays with constituents, regulators, customers, and others who have influence on the utility has significant impact and effect on the acceptance or success of utility interests. Assembles teams and resources from inside and outside the utility for problem solving on issues important to the utility and its customers. Decisions involve broad organizational policy and utility-wide strategies which have substantial policy and financial implications commitment for the utility and the city.

Key responsibilities and deliverables include, but are not limited to:

- Leads the development and coordination of strategies for City Light which serve to foster, improve and maintain positive and mutually effective relationships with key constituents, community groups and organizations.
- Provides oversight to establish and maintain two-way communication between the utility and key customers, regional Indian tribes and other constituents to ensure achievement of City Light mission and goals.
- Identifies and defines potential opportunities and risks associated with strategic business objectives. Formulates and recommends strategies to address them.
- Anticipates issues that may develop and identifies and negotiates solutions that maintain positive relationships for the utility and help meet business goals.
- Reviews the work of other City Light and City of Seattle departments to anticipate and identify potential issues that may impede business results and works collaboratively to resolve issues and find acceptable solutions.
- Provides oversight and facilitation in negotiations of complicated issues involving the utility, its customers, and other interests to ensure consistent, progressive and collaborative business relationships.
- Establishes and implements an annual outreach plan.

Required Qualifications: A Bachelor's degree in communications, liberal arts, business or public administration or related field is required. Substantial management and leadership experience in a external, community, or public relations or related area of responsibility typically gained through 10 or more years progressively responsible assignments; at least 7 of which were in a leadership role in a large, complex multicultural and diverse organization. Demonstrable knowledge of communications, relationship building, marketing, federal and state regulations regarding the electricity industry, environment and public agencies. Ability to relate to multiple constituencies which may have competing business interests, key customers, influencers, elected officials, business interest groups, public interest groups and state politics. Skilled in developing and maintaining effective and positive relationships with multiple constituencies, navigating local, state and federal governmental agencies and public policy and customer issues with the skill to solve problems collaboratively. Actively promote, support and manage key strategic City-wide initiatives including those related to fair and equal employment, diversity and justice in the workplace. Successful candidates must demonstrate their commitment to and involvement in activities that create and sustain a workforce free of racism and discrimination and that values multiculturalism and diversity as a workforce and community asset.

Desired Qualifications: A Master's degree and Utility experience preferred. Knowledge of public sector organization practices including labor relations. Skilled in creating and delivering public presentations to a variety of constituents, managing shifting priorities with very little direction, and recruiting and managing a multicultural and diverse staff that possesses various skills. Ability to foster and model effective customer service. Ability to coach, counsel, and develop employees, including those of different racial, cultural and demographic backgrounds. Ability to provide management direction in a environment of change, willingness to make difficult and challenging decisions, provide clear expectations and directions, foster creativity and problem solving, perform the physical requirements and essential functions of the job, and address conflicting issues and demands, and changing priorities.

Position Requirements: Security clearance and background check may be required. A five year driver's abstract must be submitted on request (regular City employees are excluded from the driver's abstract requirement).

How to Apply: For complete job description and instructions for applying, visit www.seattle.gov/light. Resumes and cover letters must be e-mailed by midnight Sunday, December 11, 2005 to be considered.

[Click Here for Full Job Description](#)